



Retirement

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Retirement

Once vested, members become eligible to retire and start receiving either a reduced or unreduced pension once they reach age 55. A member must cease active membership in the Plan to receive benefits from the Plan. Members must start their pension payments by December 31 of the year they turn 71.

Read more about when members can retire here:

[When Can I Retire - Public Service Pension Plan \(pspp.ca\)](#)

Members should follow PSPP's steps to retirement that includes direction on going to the web estimator, confirming personal details, determining a retirement date, how to apply and applicable deadlines.

[Steps To Retirement - Public Service Pension Plan \(pspp.ca\)](#)

Initiating a Retirement Application

The member must:

- Notify their employer that they wish to retire;
- submit PSPP retirement request online using [PensionEase](#); a secure online tool available through PSPP.ca;
- provide APS with personal documents through YPP secure messaging confirming the member's age and change of name (where applicable) if these documents have not already been provided; and
- provide APS with documents through YPP secure messaging confirming the age and change of name (where applicable) of the member's pension partner or joint life pension nominee.

The employer must:

- Complete the employer authorization section of the Retirement Application Form; and
- prepare and submit a [termination](#) transaction in the employer portal no later than 30 days after the member ceases membership in the Plan.

Employers are encouraged to monitor the Pending Retirements Without Termination Date [report](#), which lists members who have submitted a Retirement Application Form, but for whom termination details have not been submitted.

Members are strongly encouraged to use PensionEase and YPP secure messaging to complete the retirement process. These online tools are a secure and efficient way to track and send information to APS. Responses to secure messages are received within 48 hours.

A member can also complete a [Retirement Application Form\(21\)](#) and submit it to APS, but it would take longer to complete the Retirement Application process.

Members can contact the Member Services Centre (MSC) if they need any assistance with the retirement process.

When retirement documents are received, APS will calculate the member's pension options and forward a Retirement Benefit Statement to the member through the same means of communication they used to remit the application i.e. YPP secure messaging.

Read more about pension options here:

[Pension Options - Public Service Pension Plan \(pspp.ca\)](https://pspp.ca)

If extenuating circumstances cause a delay in the submission of a member's pension application, a disability pension, or a deferred pension (not unreduced) *may* be backdated a maximum of six months.

In no case, however, can a pension be backdated earlier than the day after the member ceases active membership.

If extenuating circumstances cause a delay in the submission of a member's pension application for an unreduced pension, that pension *may* be backdated to the earliest unreduced pension commencement date.

In both situations, APS must receive from the member or employer a letter describing the extenuating circumstances that resulted in the application being delayed. APS will review the circumstances and advise if the backdate has been approved.

Canceling the Retirement Application

If the member decides that they would like to cancel the Retirement Application, APS requires a message from the member through YPP secure messaging requesting the process be cancelled.

Alternatively, the member can send a signed and dated letter to APS requesting the process be cancelled. If a member uses mail and does not use secure messaging to notify APS, the receipt of the notice is not tracked and will take longer for APS to receive it.

This notice must be received prior to the expected commencement of the member's pension. Members cannot change their pension option or nominee once regular pension payments begin so it is important that members be very sure about their choice.